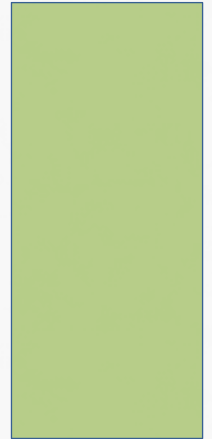




EYE ON LOBBYING: FOCUS Subscription Service

WISCONSIN ETHICS COMMISSION

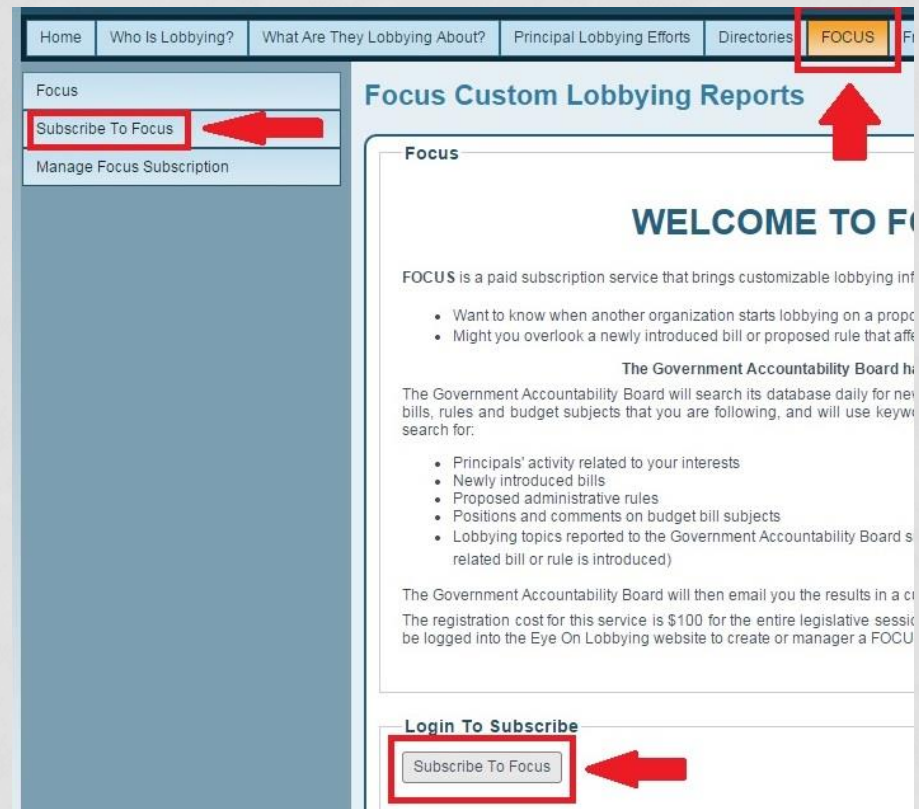


WHAT IS FOCUS?

- **FOCUS** is a subscription notification service managed by the Wisconsin Ethics Commission that provides a daily email summary of activities related to a user's lobbying interests
- The subscription fee is \$100 per legislative session per email address (two-year period; e.g., 2015-2016)
- 1 subscription = 1 email address

SUBSCRIBE TO FOCUS

- Log into the Eye On Lobbying Website:
<https://lobbying.wi.gov>
- Select “FOCUS” from the top menu bar
- Click on “Subscribe to FOCUS” from the left-hand menu or the button at the bottom of the page



SUBSCRIBE TO FOCUS

- Select the legislative session
- Click the button for a new subscription
- Select whether the subscription is for you, or another Eye On Lobbying User (account required)

The screenshot shows a web form titled "Subscribe To Focus". At the top, there is a header bar with the text "During the 2015-2016 legislative Session", where "2015-2016" is highlighted with a red box. Below the header, the main title "Subscribe To Focus" is followed by a red box containing the text "2015-2016 Legislative Session". The form contains the following text and buttons:

Main Focus Subscription Page
Is this a new subscription or are you renewing an existing subscription?
If existing, for which user (drop-down choice)?
For which legislative session would you like to subscribe?

Is this a new subscription or are you renewing an existing subscription?

If this is a new subscription, is it for you or for someone else?

Two red arrows point upwards to the "A New Focus Subscription For You" and "A New Focus For Other Subscriber" buttons.

SUBSCRIBE TO FOCUS

- Verify the subscriber information, including the email address you want to receive notifications
- You may also grant others permission to manage your subscription (optional)
- Click the “Continue” Button

2015-2016 Legislative Session

Focus Subscriber

First Name *
Ima

Last Name *
Lobbyist

Focus Notification Send To

Email *
GABethics@wi.gov

Billing Address

Address1 *
212 E Washington Ave

Address2

City *
Madison

State *
WI


Zip *
53703-

Phone *
(608) 261-2011 x

Assign Permissions for Other Users

Assign Permissions

< Back Continue >



SUBSCRIBE TO FOCUS

- Review the confirmation page
- Subscriber's name
- Email address where notifications will be sent
- Other contact information
- Cost is \$100 per legislative session
- Click the "Confirm" button

Focus Subscription Summary For : Ima Lobbyist

2015-2016 Legislative Session


Subscription Summary

Focus Notification Send To	
Email	GABethics@wi.gov

Contact Information	
Contact Name :	Ima Lobbyist
Address :	212 E Washington Ave
City :	Madison
State :	WI
Zip :	53703-_____
Phone :	(608) 261-2011 x_____

Permissions	
Lobbyist, Ima (Test)	
Can Amend Focus Contact Information	
Can Edit Focus Notification	
Can Pay Focus Subscription Fees	

Subscription Type	
Per Legislative Session	
Cost	\$100.00

< Back Confirm 

SUBSCRIBE TO FOCUS

- Next, you have three options:
- Manage your subscription criteria
- Create a FOCUS subscription for another user
- Pay FOCUS subscription fees

Focus Subscription Confirmation

2015-2016 Legislative Session

Your focus subscription is now active. You will receive Notification after you pay your fee.
You may now begin creating your focus notification criteria or pay your fee online.

Focus Subscription Created

Manage Focus Subscription

Manage Focus Notification or Update the subscriber details

[Manage Focus Subscription](#)



Create Focus Subscription

Do you need to create notifications for another subscriber (for a different email address)? Click here to create a different FOCUS subscription.

[Create Another Focus Subscription](#)



Pay Fees

Click here to pay fees in order to receive email notifications based on your FOCUS Notification criteria.

Your focus subscription is now active. You have 10 days to pay your subscription fee before it is deactivated.

[Pay Fees](#)



MANAGE SUBSCRIPTION NOTIFICATIONS

- Click on “Manage FOCUS Subscription” from the left-hand menu
- Select the user’s subscription from the drop-down menu
- Click the button to manage FOCUS criteria
- This page also allows you to edit subscriber contact information

The screenshot shows the 'Manage FOCUS Subscription' page. The left-hand menu has 'Manage FOCUS Subscription' highlighted with a red box and an arrow pointing to it. The main content area has '2015-2016 Legislative Session' highlighted with a red box. Below this, a dropdown menu for 'Please Select A FOCUS Subscriber:' is highlighted with a red box, showing 'My Focus subscription for the 2015-2016 session -Expires on 12/31/2016'. A red arrow points to the 'Manage FOCUS Notification Criteria' button. Another section, 'Manage FOCUS Subscriber', has a dropdown menu for 'Please Select A FOCUS Subscriber:' showing 'My Focus subscription for the 2015-2016 session' and an 'Update FOCUS Subscriber' button.

Home Who Is Lobbying? What Are They Lobbying About? Principal Lobbying Efforts Directories **FOCUS** Frequently Asked Question

FOCUS

Subscribe To FOCUS

Manage FOCUS Subscription

Pay Fees

During the 2015-2016 Legislative Session

Manage FOCUS Subscription

2015-2016 Legislative Session

- What would you like to receive notifications about? Click "Manage FOCUS Notification Criteria" to statutes, administrative rules, bills, budget subjects and principals for this subscription.

Manage FOCUS Notification Criteria

To add the keywords, bills, chapters or statutes, administrative rules, budget bill subjects, or principals follow in your FOCUS subscription, click Manage FOCUS Subscription below.

Please Select A FOCUS Subscriber:

My Focus subscription for the 2015-2016 session -Expires on 12/31/2016

Manage FOCUS Notification Criteria

Manage FOCUS Subscriber

Need to update subscriber contact information? Click Update FOCUS Subscriber below.

Please Select A FOCUS Subscriber:

My Focus subscription for the 2015-2016 session

Update FOCUS Subscriber

MANAGE SUBSCRIPTION NOTIFICATIONS

- Keywords
- Statute Chapters and Sections
- Bills
- Budget Bill Subjects
- Administrative Rules
- Principals
- Reminder if subscription fees not yet paid or a note that subscription is active

Keyword(s)
Statute Chapter(s) and Section(s)
Bill(s)
<ul style="list-style-type: none">• If you are a registered principal or lobbyist and the principal has registered an interest on a when any other principal reports lobbying on that legislation. You do not need to manually subscription.• You can also add other bills you are interested in following.• When you subscribe to a bill, you will receive notification when any principal reports any activit• Please be aware that similar legislation may be introduced in both the Assembly and the Sena subscribe to a similar bill in each house.• You can choose an unlimited number of bills to follow.
<input type="button" value="Add New Bill(s)"/> <input type="button" value="Print Bill(s)"/>
Budget Bill Subject(s)
Administrative Rule(s)
Principal(s)
Subscription active - Expires on 12/31/2016
<input type="button" value="Back to FOCUS Subscription"/> <input type="button" value="Print FOCUS Subscription"/>

CONTACT THE ETHICS COMMISSION

- For additional assistance please contact the Ethics Commission or visit our website.
- Email: lobbying@wi.gov
- Phone: (608) 266-8123
- Online: <https://ethics.wi.gov>
- Eye On Lobbying: <https://lobbying.wi.gov>